

Swale ACADEMIES TRUST

Teaching Staff Application Form

Job Title:	<input type="text"/>	School:	<input type="text"/>
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This is your opportunity to tell us as much as possible about yourself and will help us to make a fair decision in the selection process. Please refer carefully to the information that has been provided for this post. Please ensure you have completed all mandatory sections of the application form. Your application will be treated in the strictest confidence.

Part 1 : Personal Details

Title:	<input type="text"/>	Name:	<input type="text"/>
Current Address:	<input type="text"/>		
Home Phone:	<input type="text"/>	Mobile Phone:	<input type="text"/>
Work Phone:	<input type="text"/>	Email:	<input type="text"/>
TRN No:	<input type="text"/>	National Insurance No:	<input type="text"/>

Part 2 : Current or Most Recent Employment

Employers name and address:	<input type="text"/>				
Job Title:	<input type="text"/>	Main:	<input type="text"/>	UPS:	<input type="text"/>
Number on Roll:	<input type="text"/>	LDS:	<input type="text"/>	UNQ:	<input type="text"/>
Local Authority:	<input type="text"/>	Spinal Point:	<input type="text"/>	Current Salary:	<input type="text"/>
Date From:	<input type="text"/>	Date To:	<input type="text"/>	TLR / SEN:	<input type="text"/>
Reason For Leaving:	<input type="text"/>		Notice Period:	<input type="text"/>	

Part 3 : General

All candidates must indicate whether they are related to or a partner of any member of the Board of Directors, School Governing Body or a member of staff of Swale Academies Trust. Yes No

If Yes, please provide details:

How did you become aware of this vacancy?

If you are successful, when could you start?

Part 4 : Competency

Do you hold qualified teacher status? Yes No Date of award:

Do you hold NPQH? Yes No

Have you successfully completed a period of induction as a qualified teacher where the DfE required this? Yes No Date of award and LEA:

Was your teacher qualification gained from a country that automatically qualifies for QTS equivalence? Yes No Which country?

Are you subject to any conditions or prohibitions placed on you by the Teaching Regulation Agency, DfE or similar departments ? Yes No Please provide details:

University, College etc (other than initial teacher training):

Name of Institution	Date from	Date to	FT/PT	Qualification	Subject	Grade	Date of award

Part 4 : Competency (continued)

Secondary:

Name and Address of School	Date from	Date to	GCSE/O Level or equivalent	A Level or equivalent

In-service Training and Development

Please give details of relevant courses and training undertaken in the last five years.

Dates and Duration	Title of Course / Training including Home Study and Distance Learning	Name of Provider (LEA, College etc)	Qualification Obtained

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Part 5 : Employment History

Please give details of all jobs held after the age of 18, including part-time and unpaid work, starting with your current or most recent employer. Please explain any gaps.

When giving details of school employment, please include the age range, approximate school roll number and school type, i.e. maintained, independent, foundation

Employer name	Employer Address	Date from (MM/YY)	Date to (MM/YY)	Job Title	Salary on Leaving
Brief Job Description					
Reason for Leaving					
Brief Job Description					
Reason for Leaving					
Brief Job Description					
Reason for Leaving					
Brief Job Description					
Reason for Leaving					

Part 6 : Applicant Statement

In this section you are asked to outline how your knowledge, skills and experience meet the competencies required for this post (where set out in the personal specification). Remember to consider experience in previous employment and relevant experience outside of paid work, e.g. that gained at home, through the community or through leisure/college activities.

Empty box for Applicant Statement (continued)

Part 7 : Other Skills and Interests

Please include languages (spoken/written), computer programming etc. Please provide details of any community or voluntary work experience.

Part 7 : Other Skills and Interests (continued)

Membership of Professional Organisations and Institutions

Name	Date Achieved	Membership Status	By Examination (Yes/No)

Part 8 : References

Please indicate two people who can provide references, one of whom should be your present or most recent employer. Students should include their University / College tutor. Please do not include friends and family.

References will be taken up before an offer of employment is made and may be taken up prior to interview.

Name: <input style="width: 350px; height: 30px;" type="text"/>	Name: <input style="width: 350px; height: 30px;" type="text"/>
Address: <input style="width: 350px; height: 60px;" type="text"/>	Address: <input style="width: 350px; height: 60px;" type="text"/>
Phone: <input style="width: 350px; height: 30px;" type="text"/>	Phone: <input style="width: 350px; height: 30px;" type="text"/>
Email: <input style="width: 350px; height: 30px;" type="text"/>	Email: <input style="width: 350px; height: 30px;" type="text"/>
Occupation: <input style="width: 350px; height: 30px;" type="text"/>	Occupation: <input style="width: 350px; height: 30px;" type="text"/>

Please indicate if you do not wish us to contact this person before an interview

Please indicate if you do not wish us to contact this person before an interview

Part 9 : Protection of Children

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

You are asked to provide details of all unspent convictions and spent convictions and cautions that would not be filtered at the point of application by completing a self-disclosure declaration, which can be downloaded [HERE](#). Your self-disclosure declaration will only be viewed by the recruiting manager if you are shortlisted for the interview. If you decide not to complete some or all of the form, we will record your choice is to 'not declare'.

Part 10 : Applicants with Disabilities

Swale Academies Trust is positive about employing people with disabilities and has a commitment to employ, keep and develop all staff. All applicants with disabilities who show on their application form that they meet the essential criteria for the vacancy will be guaranteed an interview. Please select this box if you consider yourself to have a disability.

Part 11 : Additional Information

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes No

If yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment? Yes No

Have you been subject to disciplinary proceedings? (excluding sickness absence)
If yes, please use the continuation sheet to provide any relevant explanation. Yes No

Part 12 : Data Use

We would like your consent to hold personal and special category data about you in order that we can process your employment application. Please tick the box below if you agree:

I hereby give my consent for the Trust to process and retain on file information (including ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation, Swale Academies Trust Privacy Notices for Workforce and for Job Applicants and Swale Academies Trust Records Retention Guidelines.

Part 13 : Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR if appointed, may result in my dismissal.

Name : Signature :

Date:

Please return this form and a covering letter:

Please refer to the details provided in the advert and return to the school.

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